

## Shelby County Board of Education

4049

Issued Date: 08/26/10

Revised: 01/31/17

02/23/16

12/06/16

05/28/13

Effective: 07/01/13

## LEGISLATIVE LEAVE

### I. PURPOSE

To allow employees time off to hold an elective or appointive public office.

### II. SCOPE

This policy applies to all full time permanent employees of the Shelby County Schools unless specific provisions are otherwise covered by a Memorandum of Understanding (MOU), contract, and/or other agreement with the District. This policy is not covered under the Family Medical Leave Act (FMLA).

### III. DEFINITION

**Appointive Public Office** - appointments to boards and commissions by a mayor, city council, county mayor or county commission.

### IV. POLICY STATEMENT

All eligible employees who have been elected to state or local law-making bodies or holding appointive public offices may be granted two (2) days per month with pay while on contract/employed, whichever is applicable, for the time those law-making bodies are in official session or while attending official meetings outside the session.

Employees shall not take half-day leave increments (personal or administrative) to avoid difficulty in obtaining classroom substitutes where applicable. Any day not used in a given month cannot be carried over to the following month.

In addition, employees shall be granted legislative leave to serve on any board or commission of the state when the appointment is made by the Governor or General Assembly. Such leave shall not be counted against any other accumulated leave credits.

Employees shall notify the principal or appropriate supervisor at least five (5) days prior to leave being taken.

### **Prohibitions**

Engaging in activities as prohibited under the Tennessee Little Hatch Act (T.C.A. 2-19-201 and following); using school system facilities, equipment, or supplies; involvement of system personnel during the work day; or encroachment on the time of the work day in connection with campaigning for or holding an elective or appointive public office shall be prohibited.

## **IV. RESPONSIBILITY**

- A. The employee is responsible for reporting absences to his/her supervisor.
- B. Supervisors are responsible for ensuring the employee's absences are properly coded for pay purposes.
- C. Any questions concerning this policy should be directed to the office responsible for human resources.
- D. The Superintendent is responsible for ensuring that this policy is followed.

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Legal References:

1. T.C.A. 49-5-205
2. T.C.A. 49-5-702
3. T.C.A. 49-5-704
4. T.C.A. 49-5-713
5. T.C.A. 49-5-703
6. T.C.A. 49-5-705
7. T.C.A. 49-5-711
8. T.C.A. 2-19-201

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Cross References: